

Friction Ridge Print Photography in Casework

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Friction Ridge Print Photography in Casework

1 INTRODUCTION/SCOPE

These procedures address casework photography for friction ridge prints and apply to photographers in the Evidence Management Unit, Operational Projects Unit, and the Latent Print Support Unit (Latent Imaging Team) who perform friction ridge print photography in casework, to include Hazardous Evidence Analysis Team cases, and those personnel who submit requests.

2 LIMITATIONS

None

3 EQUIPMENT

- Cameras
- Printers
- Scanners
- Imaging Systems
- Peripheral photography equipment

4 NON-HAZARDOUS EVIDENCE ANALYSIS TEAM CASES

- A. All photography requests will be written and outline specific information related to the case and the capture request (e.g., lab number, item numbers, process used to develop print).
- B. Request examples include submission via database or the *Friction Ridge Discipline Photography Request* form ([FRD-004](#)).

4.1 Processing and Completing a Photo Request

- A. The photographer will review the request to ensure it is understood and that the appropriate equipment is available to conduct the requested work.
 1. They will contact the requestor if there are any questions or inconsistencies.
- B. The photographer will capture the images as specified by the request.
 1. As fluorescent compounds, such as 1,2-Indanedione-Zinc, will suffer from loss of intensity over time, these developed prints will be captured as soon as practicable.
- C. The photographer has the discretion to capture images in the best manner possible.
 1. If the photographer conducts the work in any way other than what is stated on the request, the change will be recorded in the FBI Laboratory File.
- D. All work will be conducted per the *Digital Images* ([FRD-400](#)).
- E. For any work conducted in a digital image retention system, the photographer's electronic signature within the program acknowledges their agreement with the work completed under their name.
- F. Work performed outside of a digital image retention system will be acknowledged in a manner suitable to the case.

- G. If the completed work cannot be retained in the digital image retention system, the photographer will provide all required images and information to the requestor. (e.g., on a disk or other media or saved to a specific drive).

4.2 Quality Assurance Review

- A. Friction ridge print photography conducted in the FBI Laboratory and in the field will undergo a Quality Assurance review.
- B. Appropriate management will determine who can conduct a Quality Assurance review.
- C. The Quality Assurance review will consist of a review of the work and records prior to distribution to the requestor, except in immediate or off-site situations, as noted in [Section 4.2.2](#).
- D. A Quality Assurance reviewer cannot review their own work.

4.2.1 Requesting and Conducting a Review

- A. When a photographer requests a Quality Assurance review, they acknowledge that the photography request is complete, all relevant requirements listed in the *Quality Assurance Review Requirements* ([Appendix A](#)) have been met, and the work and records are ready for a Quality Assurance review.
- B. The Quality Assurance reviewer will refer to the [Appendix A](#) to conduct the review.

4.2.2 Immediate or Off-site Situations

- A. In immediate or off-site situations where a Quality Assurance reviewer is not available, the Quality Assurance review will be conducted as soon as practicable.
- B. The Quality Assurance reviewer will only be responsible for information that can be checked at a later date/time (e.g., evidence may not be available and cannot be reviewed).
- C. In these instances, the requestor is responsible for checking that all requested prints are captured and that the Quality Assurance review is conducted prior to issuance of the final notification to the contributor.

4.2.3 Requirements not met

- A. If any relevant requirements in [Appendix A](#) are not met, the Quality Assurance reviewer must contact the photographer for resolution.
 - 1. Nonconformities are addressed and recorded as appropriate.

4.2.4 Recording Completion of Review

- A. To record compliance with the requirements from the [Appendix A](#) and signify approval of the reviewed work, the Quality Assurance reviewer will complete the review in Forensic Advantage or will sign/initial and date an entry in the FBI Laboratory file (e.g., database screenshot or ([FRD-004](#))).

5 HAZARDOUS EVIDENCE ANALYSIS TEAM CASEWORK

5.1 Generating Requests and Capturing Images

- A. Photographic requests for friction ridge prints are communicated by the requestor to the photographers in the partner lab facility during the examination process.
- B. The photographer will utilize a *Hazardous Evidence Analysis Team Fingerprint Photography Checklist* ([FRD-003](#)) prior to initial capture to ensure all camera settings and parameters are appropriate.
 - 1. A minimum of one sheet will be completed per day, per case worked during the deployment.
- C. Photographers will capture images of the designated friction ridge prints according to the [FRD-400](#).

5.2 Quality Review

- A. A review of the captured friction ridge print images will be conducted utilizing the [FRD-003](#).
 - 1. The images will be reviewed by a second photographer or examiner (onsite or offsite) to ensure quality and accuracy.
- B. If an issue is found during the review, the nature of the issue will be ascertained, noted on the [FRD-003](#), and communicated to the photographer.
- C. The images will be re-captured as necessary and if practicable.
 - 1. Any corrected images will then be submitted for review.

5.3 Conveying Images

- A. If the intention is to transmit images offsite via a network, a photograph or scan of the [FRD-003](#) will be included with the images.
- B. If the images are saved at the partner lab facility, the photographer will ensure the images are provided along with the [FRD-003](#) to FBI Laboratory Friction Ridge Discipline personnel for processing and examination.
- C. If additional processing is required after the images have been delivered, the images must be submitted per [Section 4](#).

6 HARDWARE AND SOFTWARE

- A. All photographers who perform friction ridge print photography will receive training before using a new camera model or new imaging equipment model.
- B. Records of such training will be maintained by FBI Laboratory Friction Ridge Discipline Support Unit management, Operational Projects Unit or Evidence Management Unit Quality Assurance personnel, as appropriate.

7 REVISION HISTORY

Revision	Issued	Changes
01	07/15/2021	Replace Latent Print Units with Friction Ridge Discipline. Minor wording changes. Remove Section 1 and renumbered remaining. Section 2.2.1, modified equipment requirement. Section 2.2.3.1, removed reference to quality. Section 2.1, Section 2.3.6 and Section 2.3.7, form name changed. Section 2.3.5, made reviewer more general. Section 3.6, modified responsibility for images and form. Appendix B updated
02	09/01/2022	Update format. Section 1 – Introduction added. Section 3 – added. Section 5.1 and Section 5.2 – removed duplicative information and updated requirements on number of checklists and re-captures. Section 6 – Clarified equipment. Appendix A – updated requirements.

APPENDIX A: QUALITY ASSURANCE REVIEW REQUIREMENTS

1. Does the digital history/metadata meet the relevant requirements in the *Digital Images* ([FRD-400](#))?
2. Has the image(s) been properly sized to 1:1?
3. Did the photographer record all capture modifications from the request?
4. Is all information recorded properly in the applicable database?
5. Is the chain of custody accurate?